



New Jersey
Department of Transportation

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Christine Todd Whitman, Governor

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Guide To Metrication
Plan Preparation
95016 ADU

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MEMORANDUM

All Design Units

Subject: Supplement to the Guide to Metrication

Reference: All Design Units Memorandum dated December 15, 1994

The following guidelines are issued as a Supplement to the "Guide to Metrication", dated December 15, 1994.

The guidelines below are to be followed in the preparation of metric plans.

1. All pay units shall be capitalized and be singular (ie: MM, KG, etc).
2. When a pay unit consists of two words, each word abbreviation shall be followed by a period.

* examples: Square Meter = S.M.
 Cubic Meter = C.M.
 Linear Meter = L.M.

3. When a pay unit consists of one word, no period shall be used.

* examples: megagrams = MG
 millimeters = MM
 kilometers = KM
 liters = L
 meters = M

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4. If more than one metric unit abbreviation can be confused with another, a derivation shall be developed.

* example: milligrams = MGR

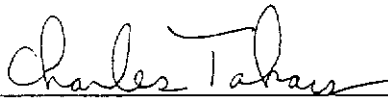
5. Non-metric units shall not be abbreviated.

* examples: unit = UNIT
 lump sum = LUMP SUM
 hour or manhour = HOUR
 month = MONTH
 bundle = BUNDLE

6. The same abbreviations (or non-abbreviations) of pay units shall be used throughout the contract plans (ie: Estimate/Distribution of Quantities sheet, construct notes, "To Be Constructed" boxes).

7. A table of abbreviations being used shall be included in the Standard Legend.

APPROVED BY:



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